

ADDING ADDITIONAL FIELDS TO ALL OTHERS LIVING IN THE HOME

FBM has the capability to add additional fields to 'All others living in the home'.

With the exception of the 'Gender' and 'Nationality/Race' fields, all additional fields will be custom guest fields.

Field types that can be used for 'All others living in home' are text, select box, yes/no, date and number fields.

* example fields shown are text, select box and date

If you use 'Method 2: Age Breakdown', this help document is not for you.

WHAT HAS NOT CHANGED:

When you enter in the 'Household Total', additional fields will populate for 'All others living in home'.

FBM will automatically generate the name, DOB, relationship and notes fields.

To populate the fields, fill in the information and tab to the next field.

You can delete a family member by clicking on the 'Remove Person' button.

Household Total: 3

All others living in home

Name	John Perry
DOB (YYYY-MM-DD)	1983-04-05
Relationship	Spouse
Note	none
Gender	Male
Nationality / Race	Other

Remove Person

Name	Lois Perry
DOB (YYYY-MM-DD)	2017-02-21
Relationship	Child
Note	none
Gender	Female
Nationality / Race	Other

Remove Person

Household Total: 3

All others living in home

Name	John Perry
DOB (YYYY-MM-DD)	1983-04-05
Relationship	Spouse
Note	none
Gender	Select One
Nationality / Race	Other

Remove Person

Name	Lois Perry
DOB (YYYY-MM-DD)	2017-02-21
Relationship	Child
Note	none
Gender	Female
Nationality / Race	Other

Remove Person

Household Total: 3

All others living in home

Name	John Perry
DOB (YYYY-MM-DD)	1983-04-05
Relationship	Apr 5 1983
Note	Su Mo Tu We Th Fr Sa
Gender	3 4 5 6 7 8 9
Nationality / Race	10 11 12 13 14 15 16
	17 18 19 20 21 22 23
	24 25 26 27 28 29 30

Remove Person

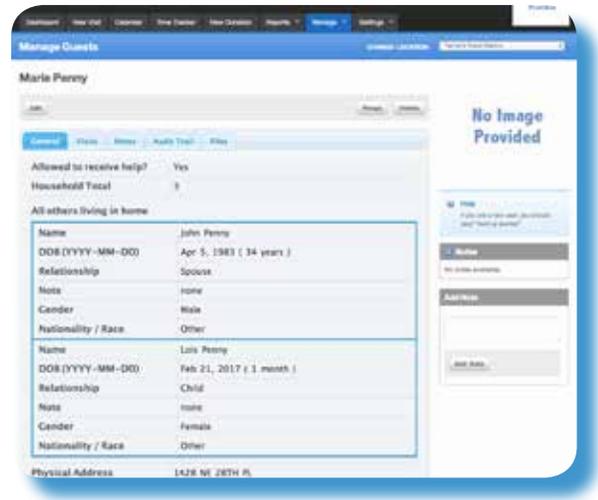
Name	Lois Perry
DOB (YYYY-MM-DD)	2017-02-21
Relationship	Child
Note	none
Gender	Female
Nationality / Race	Other

Remove Person

WHAT HAS CHANGED:

When viewing the guest information from the 'General' tab, you will see all the fields for each person in the home.

DOB for others now show the birthdate as well as the age. The age is found in parenthesis. For children under a year; the number of months will appear in the parenthesis.



TO ADD A FIELD:

Go to Settings > Custom Fields > Guest > Create New Field (next to gold key)

Create the field by giving it a name and selecting the type of field you want to use.

If the field is to be used by 'All others living in the home', change the 'Other Field' to show.

Click 'Submit' when you are done.

This field will now appear in the guest record for both the Primary client and the others living in the home.

